

HOUSING ALLOWANCE AGREEMENT

I, _____ acknowledge I have read and understand the DOC Pay plan addendum providing compensation to employees working in areas impacted by natural resource development.

I understand by requesting this discretionary pay I may be eligible for a monthly housing allowance to help offset the cost of renting a primary residence if the rent is greater than 30% of my gross monthly income. Further, when entering into a new lease, I may be eligible for an allowance for the first and last month, should the lease require me to pay the first and last month up front.

Specifically, I understand by requesting this discretionary pay I am responsible for:

1. Providing my supervisor with a copy of the lease agreement.
2. Notifying my supervisor immediately if I plan to move or if the terms and conditions of my lease change.
3. Reimbursing my employer all funds provided for, but not used in the execution or fulfillment of the lease agreement in which the allowance was based.
4. The tax liability associated with my housing allowance.
5. I authorize DOC to withhold any unused allowances should I become ineligible to receive this allowance.

I also understand that approved housing allowances will be paid to me by direct deposit in the first paycheck each month.

Documentation of Housing request (HR will email payroll for information)

Monthly Gross: _____ per payroll Lease Amount: _____ per HR

% of Monthly Gross _____ per payroll

First and Last Requested: ☐ yes ☐ no Monthly Allowance \$ _____

Supervisor approval: _____

By signing below, I certify that I have read and understand the Pay Plan Addendum and understand my responsibilities associated with receiving a housing allowance. Intentional falsification, failure to notify my supervisor of changes, or failure to reimburse my employer for funds I should not have received may subject me to discipline, up to and including termination.

Signature

Date

Return completed form to the Payroll Unit in Helena for processing.